

The INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



Indiana Ranks Fifth in Quality of Workforce Training Efforts

Indiana's workforce development programs were ranked fifth best in the nation in a poll of more than 80 corporate site location consultants, according to Expansion Management Magazine.

In a lengthy article detailing the state of workforce development programs nationally, the Magazine noted that companies expanding their operations now expect their new facilities to be profitable immediately, and a trained labor pool is a critical part of that objective.

"In a world where executives demand an instant ROI, the ability to have a well-trained work force that knows how to handle the task at hand from the beginning, and not experience the inevitable missteps that come with on-the-job training, is more than just a luxury. It is a necessity for companies competing in the global economy," the magazine wrote.

The poll of the corporate site location consultants ranked Georgia No.1,

followed by Alabama, Kentucky, South Carolina and Indiana.

"While we are pleased that Indiana's efforts have not gone unnoticed, we still have much work to do in the months and years ahead as we continue to upgrade the skills of our workforce for the global economy," said Ron Stiver, Commissioner of the Indiana Department of Workforce Development.

"A key determinant in an expansion or relocation of a company is the quality of the work force," Stiver continued. "In many ways, the availability of a skilled work force can be the deciding factor of a company's ultimate decision to relocate or expand."

The article noted that "state programs are judged not only in terms of their financial value but also in terms of ease of usage and applicability. In other words, some programs may theoretically have a high value but are of little practical use to most companies. Likewise, some programs may

be both useful and valuable, but are so wrapped up in red tape requirements that they are extremely difficult to actually use."

Stiver noted that the administration of Governor Mitch Daniel's is reshaping Indiana's array of economic development tools to make its assistance efforts more transparent, user-friendly, and accountable. A key point in the state's approach is targeted training funds to areas where the state has quantifiable skills shortages.

"Our new \$23 million Strategic Skills Initiative is designed to provide a more focused approach which will better identify key skills gaps in our workforce and quickly move training resources to equip our workers with skills needed for jobs in the 21st Century," Stiver said "It's a fact that a state's work force training incentives are directly related to the state's competitiveness, and that is why our programs must be targeted to areas of greatest need and administered efficiently and effectively," he said.

The 2006 Governor's Public Service Summer Internship Program

College students looking to experience state government from the inside are invited to apply for the 2006 Governor's Public Service Summer Internship Program.

Interns work in the top levels of state government and interact with various elected officials, agency directors and public servants each week.

Students' academic records and extracurricular activities will help determine who is chosen for the internships. Governor's Summer Interns earn \$10.90 an hour and work 37.5 hours per week.

Applications may be obtained *on or after December 19, 2005*:

- In person or by mail at the State Personnel Department, located at 402 W. Washington St., Rm. W-161 in Indianapolis;
- By calling 317-233-3777; or
- On the Internet at: www.indianastatejobs.org/internships

For more information regarding the 2006 Governor's Public Service Summer Internship Program, visit the internship web site at www.indianastatejobs.org/internships or contact Kristin Brown, State Personnel Department, at krbrown@spd.in.gov or (317) 234-1407.

State Employees Invited to Attend and Volunteer for Annual MLK, Jr. Activities

Judge Tanya Walton-Pratt, Chairperson of the Dr. Martin Luther King, Jr. Indiana Holiday Commission, and Gregory Kellam Scott, Director of the Indiana Civil Rights Commission, invite all state employees to attend the Fifteenth Annual Dr. Martin Luther King, Jr. Statewide Celebration from Noon until 1:00 p.m. on January 12, 2006, in the North Atrium of the Capitol Rotunda.

A reception will immediately follow the program in the South Atrium where a Civil Rights Movement photo gallery will be open to the public from January 11, 2006, through January 13, 2006, from 8:00 a.m. until 4:30 pm.

The keynote speaker will address the importance of Dr. King's dream that we "live together as brothers." Music will be provided by several well-known Indianapolis groups.

A King Educational Youth Summit will also be conducted for middle and senior high school students from 9:30 a.m. until Noon.

The Youth Summit will feature Living Voices out of Seattle, Washington. Living Voices will perform an interactive theater production of *The Right To Dream*, a compelling story of America's struggle and sacrifice for civil rights.

State employee volunteers are needed to assist with the Youth Summit, the Statewide Celebration and the Reception from 8:30 a.m. until 2:00 p.m. on January 12, 2006.

Those wishing to volunteer for all or part of this time should contact Ms. Burnetta Sloss -Tanner at (317) 233-6304 or bslosstanner@crc.state.in.us.



Nicotine Replacement Products Offer Powerful Help in Quest to Stop Smoking

If you're ready to give up smoking but aren't yet able to part with the addictive nicotine that cigarettes contain, consider trying a nicotine replacement product. The nicotine replacement products supply you with nicotine, but without the cancer-causing chemicals and toxic gases that cigarettes put into your body.

Using one of the products listed below consistently makes you twice as likely to succeed in quitting! However, since they can cause side effects, discuss nicotine replacement with your doctor or pharmacist before trying it.

Here's an overview of your choices, courtesy of the American Lung Association:

Nicotine patch

Nicotine patches are worn on your skin like a bandage and send a steady amount of nicotine into your system. You generally wear a patch for 24 hours, then replace it. However, patches don't give you a quick burst of nicotine like cigarettes do.

Nicotine gum

Nicotine gum releases the chemical into the blood vessels in your mouth; the nicotine gets into your body faster from gum than the patch. You can choose between two dosage levels of nicotine in the gum, depending on how many cigarettes you smoke daily.

You must stop smoking before you start using nicotine gum. You should also abstain from eating or drinking for 15 minutes beforehand, to make sure you don't reduce its effectiveness.

Nicotine lozenge

Like nicotine gum, lozenges also release nicotine into the lining of your mouth over the course of 30 minutes or so. Nicotine lozenges are the most recent nicotine-replacement product approved by the Food and Drug Administration.

Nicotine nasal spray and inhaler

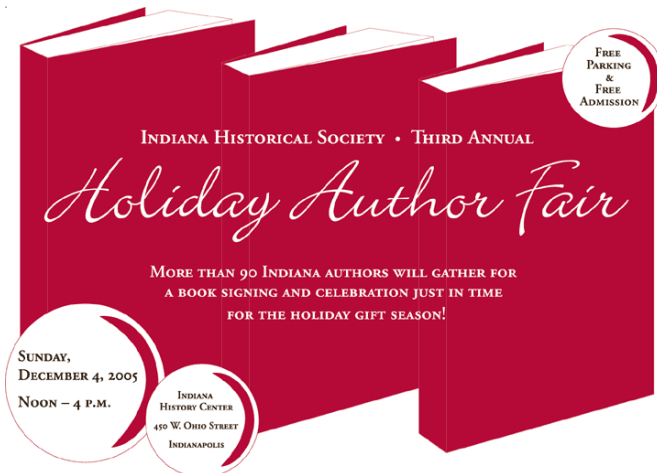
Unlike the previous products, you need a prescription for a nicotine nasal spray or inhaler. The nasal spray comes in a pump bottle that sends the spray up your nose,

where the nicotine gets into your bloodstream through the nasal membranes. This method puts a burst of nicotine into your system quickly. The inhaler is a cigarette-like plastic tube containing a nicotine cartridge. You puff nicotine vapor into your mouth from the inhaler, where it gets into your bloodstream. Whichever method you choose to give yourself a dose of nicotine, rest assured that any of them is better than the method you've been using: cigarettes.

As part of the INShape Indiana program, Indiana Tobacco Prevention and Cessation (ITPC) is providing additional resources to help state employees quit smoking. In support of this ongoing initiative, facts about tobacco use and its effects on Indiana state employees appear monthly in *The Interchange*.

If you or a loved one needs help quitting smoking, call 866-515-5433 or visit www.WhiteLies.tv. For more information on additional ways to improve your overall health, visit the INShape Indiana website at www.INShape.in.gov.

Third Annual Holiday Author Fair on December 4th



On December 4, 2005 from noon until 4:00 p.m, more than 90 authors from Indiana and the greater Midwest will be on hand to sign their books and chat with guests at the Third Annual Holiday Author Fair. The annual holiday event is held at the Indiana History Center, which is located at 450 W. Ohio Street in Indianapolis. Book categories consist of of fiction, non-fiction, poetry, humor, self-help, children's, travel and memories. Festivities will include live music and refreshments. Don't miss this opportunity for great holiday shopping in a casual atmosphere. Admission is FREE! For more information or a list of participating authors, check the website at www.indianahistory.org/whatsnew/author_fair/.

Happy Holidays!



Artwork provided by Jerry Williams, State Personnel Department.

Governor Shows Support for SECC



Front Row (L-R): Marie McCracken, Gov. Daniels, Angel O'Banion, Jane Diehl, Cheryl Brooks. Back Row (L-R): D. Michael Hicks, Tami Buchanan, KaAnne Short, Jeana Jefferson, Stephen Brennan, Debra Minott, and Jack Borgerding.

On October 25, 2005, the HR Data Division of the State Personnel Department held a State Employees' Community Campaign (SECC) breakfast event to raise campaign awareness for all state employees. The menu included healthy selections to tie into **INShape Indiana**, the Governor's new initiative to help make Indiana a healthier state. Governor Daniels attended the event and purchased breakfast for himself to show his support. All money raised at the event benefited a charitable organization through the SECC.

PERF Interactive Provides On-line Member Access

PERF has launched a new on-line service that will significantly improve management of personal information for your state employee retirement benefits. Using *PERF Interactive* on the PERF website, members who sign up for this service can change their own addresses, non-retired members can change beneficiaries and their addresses, and non-retired members can make new investment option choices. Employers can help members change the same information.

To take advantage of this new service, go to www.perf.IN.gov and click on Member Log-in. You will be asked to establish a user name and password and request a Personal Identification Number (PIN.) To ensure member records security, the PIN will be sent by mail to the address on file at PERF. (If that address is not current, you will have to submit an address change in writing to PERF before you can receive a PIN. The address change form is online.)


When you receive your PIN, return to the log-in page of the PERF website and proceed to your individual account records. If you have any questions, contact your HR representative, or send an e-mail to questions@perf.IN.gov or call PERF at 1-888-525-1687.

TRAINING PROGRAMS

January 2006

Date	Time	Class	Cost
5	9:00 - 12:00	Record Keeping Guidelines for OSHA	Free
10	9:00 - 3:00	CERT: Managing People**	See fee below*
11	9:00 - 1:00	CERT: Selection & Interviewing**	See fee below*
12	9:00 - 12:00	Compensation Overview for HR Professionals**	Free
17	9:00 - 4:00	CERT: Personnel Rules**	See fee below*
18	9:00 - 12:00	CERT: Progressive Discipline**	See fee below*
19	10:00 - 11:30	PERF: Your Retirement Program	Free
19	1:00 - 3:30	Hoosier S.T.A.R.T.	Free
23	10:00 - 11:30	Basic American Sign Language (Limited enrollment-see "NOTE" below)	Free
24	9:00 - 4:00	CERT: Performance Management**	See fee below*
25	9:00 - 1:00	CERT: Family Medical Leave**	See fee below*
31	9:00 - 4:00	CERT: Workplace Harassment**	See fee below*
02/01	9:00 - 12:00	CERT: Admin Investigations**	See fee below*

NOTE: All classes will be held in the Conference Center of the Indiana Government Center-South except where noted. Basic American Sign Language consists of 1 meeting per week for 8 consecutive weeks. Participants must commit to all 8 sessions. "CERT" denotes training sessions of the Comprehensive Employee Relations Training (CERT) program. Additional information about the CERT program is found as a separate heading on the State Personnel Department's Training Home Page. Classes that require a fee are noted. Obtain your supervisor's approval to attend. For more information or to register, you will need to contact your agency training contact person (ATCP).
 *The fee for the CERT program** is \$25.00 per participant and includes all 8 classes in the CERT program.
 **These classes are only offered to SUPERVISOR/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL.



INDIANA STATE EMPLOYEE NIGHT WITH THE INDIANA ICE

SATURDAY DEC. 17, 2005
 VS CEDAR RAPIDS ROUGHRIDERS
 7:00PM PEPSI COLISEUM

DUKES OF HAZZARD NIGHT

- GET AN AUTOGRAPH FROM OUR SPECIAL GUEST TOM WOPAT
- ALSO APPEARING IS THE GENERAL LEE AND ROSCO'S COP CAR
- WIN GREAT PRIZES THROUGHOUT THE NIGHT!!

DISCOUNTED TICKET PRICES

Tickets just \$11 or \$7 for all State of Indiana employees, family & friends

To order tickets: order online, mail in the order form or call Jason at the Ice: (317)925-4423
 DISCOUNT NOT AVAILABLE AT THE BOX OFFICE

Name: _____ Address: _____
 City: _____ Zip: _____ Phone: _____


of tickets @\$11 _____ # of tickets @\$7 _____ Total Due: \$ _____

Type of Payment: Check, MC, VISA, DISCOVER, AMEX

Account #: _____ EXP. Date: _____
 Make checks payable to: Indiana Ice For more information call:
 Send to: Indiana Ice, C/O STATE EMPLOYEE NIGHT Jason Burkman
 1202 East 38th St. jburkman@indianaice.com
 Indianapolis IN 46205 (317) 925.4423 x205

To order online: <http://marketmail.sportsfanusa.com/indianaice/groups/stateemployee> Group ID: Access

317.925.4423 www.indianaice.com



2006 Smoking Cessation Program

CLASS DATES AND TIMES:

January 3, 11:30 a.m. - 12:30 p.m.
 January 10, 11:30 a.m. - 12:30 p.m.
 January 17, 11:30 a.m. - 12:30 p.m.
 January 24, 11:30 a.m. - 12:30 p.m.
 January 31, 11:30 a.m. - 12:30 p.m.,

CLASS LOCATIONS:

Indiana Government Center South (IGCS)
 Conference Room 17
 402 West Washington Street
 Indianapolis, IN 46204

Other sites will be added as needed, minimum number of 10 participants per site.

Call Barb Knott to register (317) 233-3282.

Class size is limited so early registration is important.

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Published by the State Personnel Department. Printed as a courtesy of Central Printing - Dave Sandlin, Manager. Distributed as a courtesy of Central Mail.



Printed on Recycled Paper